

BURSTWICK PARISH COUNCIL

MEETING HELD IN THE VILLAGE HALL ON TUESDAY 20th June 2023

Present: Cllr. D James - Chairman DJ
 Cllr. A Brown – Vice Chairman AB
 Cllr. S Gould SG
 Cllr. D Rainforth DR
 Cllr. P Tong PT

Public: 4 Press: 0 Police: 0 Ward Cllrs: 0 Clerk: KD

	Discussion and agreement	Action
2023/06/01	To note apologies for absence	
	Cllr PP Cllr MC Ward Cllr Talbot. Explanation of absence as discussed with the clerk was explained.	
2023/06/02	Councillors to disclose their interests in matters to be discussed	
	Cllr. A Brown - None. Cllr. S Gould – Play area. Cllr. D James – None. Cllr. D Rainforth – None. Cllr. P. Tong – Allotments.	
2023/06/03	Members of the public /Ward Councillors are invited to address the council	
	An allotment holder questioned payment options for allotment rents. The clerk advised cash payments, BACS, cheque are all acceptable. The councils account details will be included in next years rent letter or invoice. The entrance to the allotments off Harrif Lane has a lot of potholes. Enquiries will be made with ERYC for improvements or an infill of pot holes. Better provision of parking may need budgeting for in the future.	
2023/06/04	To confirm the minutes of the meeting held on 23rd May 2023	
	Draft minutes were circulated on 8.6.23. Signed as a correct record with all in favour. Proposed: SG Seconded: DR	Clerk
2023/06/05	To consider applications received for the two council vacancies and agree co-option of two candidates	
	The clerk circulated application forms and covering letters for each applicant in advance of the meeting, to all Councillors attending the meeting. A statement was read regarding the procedure for co-options to all present. There were no questions raised when asked by the chair. Vote one for the first vacancy was a majority of three in favour of Zuzana Hovorka. Vote 2 for the second vacancy did not have a clear majority resulting in the candidate with the least votes being eliminated. TR had no votes and was removed from the next vote.	

	<p>A third vote for the second vacancy was held with a majority vote in favour of David Gelder. Candidate Gelder received 4 votes and candidate Fairbank received 1 vote.</p> <p>The Clerk and Chairman confirmed that Zuzanna Hovorka and David Gelder were duly co-opted onto the Burstwick Parish Council. The chair thanked everyone that applied / attended and took the opportunity to thank Neil Fairbank for his long term commitment to both the parish council and the village hall management committee. The rules on elections procedures are not set by us and the procedure is there for us to abide by.</p> <p>The clerk will write to all candidates to confirm the outcome of the co-option and thank them for applying.</p> <p>Outcome: David Gelder and Zuzanna Hovorka co-opted and welcomed onto the parish council. The clerk will send relevant papers to both.</p>	Clerk
2023/06/06	To receive acceptance of office / Register of interests from co-opted & existing members	
	<p>New members were handed their Acceptance of Office form for signing. The Register of interest form are to be completed and returned at the next meeting.</p> <p>Cllr PT handed in his Acceptance of Office. Cllr MC's Acceptance of Office and Register of Interest were handed in via Cllr DJ. Cllr PP confirmed prior to the meeting his were in the post.</p> <p>The Clerk will upload these to the BPC website, scan and send to ERYC and file copies accordingly.</p>	Clerk
2023/06/07	To receive the clerks report, Chairman's report and councillors updates	
	<p><u>Clerks report on actions taken, issues and updates:</u></p> <p>The bin from outside the former post office has been re-sited near to the corner of Newbridge Road.</p> <p>I have had several conversations with ERYC dog wardens and a team will be targeting the village soon. Councillor's have been asked to let the clerk know of anyone they see around the Church Lane, Cemetery area. Ideally the day, time, type of dog if possible. This information assists the dog team massively. Other areas of concern to be mentioned are Woolam Hill, Church Lane cut through to Strathmore, Churchill Rise to Skeckling and Pinfold Lane.</p> <p>An ERYC officer is arranging for a Dogs On Lead and No Fouling sign being fixed at the entrance to the cemetery.</p> <p>End of project reports have been submitted for the Defibrillator grant and the Kings Coronation grant.</p> <p>KD and AB are attending a Withernwick Windfarm Community Fund Open Evening in Aldbrough on Thursday 29th June. Both may have to attend by zoom.</p> <p>T Cook & Son have been reminded that whilst the land is dry we need the dyke clearing as per their quote. They aim to proceed asap. A request will be made that the work avoids the weekend of Party in the Park.</p> <p>ERYC have confirmed that UKSPF and REPF funds that we expressed an interest in are closed for this year. If funding be left over it may re-open.</p>	<p>Cllr's</p> <p>AB Clerk</p> <p>Clerk</p>

	<p>A digital fund opens soon which could potentially fund wi-fi if it was to be part of a project facilitating digital inclusion for the community. Guidance is still awaited at ERYC.</p> <p>Landscaping around the war memorial could be eligible for UKSPF but it would have to be a biodiversity style garden.</p> <p>Toilets in the Village hall would only be considered for UKSPF funding if we were looking at disability access issues.</p> <p>Most things mentioned for the village hall such as a cinema screen, tables and chairs could be applied for from the DiFEY fund up to the value of £5,000.</p> <p>The school caretaker reported weeds growing onto the path at Woolam Hill. He will do what he can and speak to the owner of the field. The clerk explained the situation with the gardener resigning and requested patience whilst a new person is appointed.</p> <p>The ERNLLCA conference on 15th September has reduced their attendance fee. The clerk would like to attend and will place the item on the next agenda.</p> <p><u>Chairman's report / update</u></p> <p>It has been confirmed that the post box will be re-located near to the notice board, opposite the Hare and Hounds subject to a satisfactory cat scan of the ground. No time scale has been given.</p> <p>At a Windfarm meeting today, funding for both the MUGA and Village Hall fire doors were confirmed. As previously agreed an application for commuted sums will contribute towards the MUGA costs whilst the village hall management committee will match fund 10% towards the fire doors.</p> <p>The recent Race Night raised £400. Due to low attendance it was suggested the next one be held in October 2024.</p> <p>The closure of the Neighbourhood Watch Santander bank account continues. A complaint has been logged.</p> <p><u>Vice Chair's report / update</u></p> <p>Whilst pleased to have a new shop and garage selling cheap fuel there is concern about the safety of crossing the road to access the shop/garage. There is no designated footpath and it is unsafe and dangerous. The clerk will address this with ERYC and ask that the concerns be addressed and enquire how this can be resolved.</p> <p><u>Councillors' updates:</u></p> <p>DR reported and presented photographic evidence of poor grass cutting on Pinfold Lane. The clerk will report this to ERYC.</p> <p>SG reported overgrown weeds are blocking signage at the drain as you drive into the village. There is a path also impeded by an overgrown hedge which has already been reported to ERYC by a resident.</p>	<p>Clerk</p> <p>DJ</p> <p>DJ</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p>2023/06/08</p>	<p>To note correspondence received</p>	
	<p>6.6.23 Humberside Police Newsletter</p> <p>6.6.23 ERYC Joint Local Access Forum</p> <p>13.6.23 ERYC Planning Planning Liaison Meeting Kerri to attend and re-circulate</p>	<p>Clerk</p>
<p>2023/06/09</p>	<p>To discuss road safety in the village and receive any updates on action taken</p>	
	<p>There have been three sessions held at four locations recently equating to 667 passing vehicles. 47 of these (7%) were travelling in excess of 36 mph.</p>	

	Confirmation has been received that emergency vehicles are exempt from these sessions. As there are a limited number of volunteers participating in the community speed watch scheme there is a strong possibility of it being withdrawn unless more volunteers come forward. A training session will be arranged for July/August for any new members.	
2023/06/10	To fill remaining committee and external body vacancies	
	<p>Communications Committee - DJ , AB and ZH elected.</p> <p>Allotments - PP and PT re-elected. 1 vacancy remains.</p> <p>Finance and personnel - DJ, AB, DR and PP re-elected. A meeting will be arranged for budgeting figures and review of audit actions.</p> <p>Play Area – SG, DG and DJ elected. The school have advised they will try and source a parent volunteer but are not hopeful.</p> <p>ERNLLCA - DR and PP re-elected.</p> <p>Decision: Remaining vacancies will be placed on the next agenda. Positions filled to be updated.</p> <p>Proposer: DR Secunder: AB</p> <p>Outcome: New Councillors will be provided with a list of committees and asked to consider filling any vacancies. Lists of committee members will be updated.</p>	Clerk
2023/06/11	To consider planning applications received and note planning decisions	
a.	<p>Application 23/01484/PLF for the erection of an extension to the existing boiler house at Hedon Salads, Main St, Burstwick. https://newplanningaccess.eastriding.gov.uk/newplanningaccess/PLAN/23/01484/PLF</p> <p>Decision: No objections.</p> <p>Proposer: SG Secunder: DR</p>	Clerk
b.	<p>Application: 23/00918/Var for 132 Main St, Burstwick – Variation of condition/appeal for erection of a single storey extension to rear) to allow increase in height of the single storey extension. REFUSED. Noted.</p>	
2023/06/12	To receive resignation from parish gardener and advertising of the vacancy of parish gardener and handy man	
	<p>The clerk received the required four weeks written notice from the gardener on 31.5.23 and advised the Chairman who arranged to make a personal visit. The gardeners employment will cease on 30th June 2023.</p> <p>Discussion: Resignation received and accepted. The Personnel and Finance committee will meet to discuss the vacancy and bring their comments back to the next meeting. The vacancy will be advertised based on the existing role and current NJC level.</p> <p>The clerk has a card for Councillors to sign and has started a private collection for a leaving gift.</p>	Clerk Finance

	Proposer: PT Seconder: DG																																																								
2023/06/13	To consider appointing Grasslands as temporary grass cutter until vacancy is filled.																																																								
	Discussion: Grasslands have quoted two cuts per month at £60 per cut = £120 for the Festive Field. The cemetery will also need cutting and it was suggested that terms as above be gauged to cover cemetery cuts. Proposer: SG Seconder: DR Outcome: DJ will liaise with Grasslands further about the cemetery and confirm the Festive Field cuts.	DJ																																																							
2023/06/14	To discuss criminal damage on Church Lane. Consider restricting vehicular access or access from Elm Tree Av properties																																																								
	Discussion: Intentional damage to a car has been logged with the police. Residents of Church Lane are prepared to pay for lockable gates providing a key for the council. Church Lane is unadopted. DJ will retrieve old paperwork about the land. ERYC will be contacted about the process involved in adopting the land and access rights.	DJ Clerk																																																							
2023/06/15	To receive the Play Inspection Company annual report and consider contents																																																								
	Discussion: The full inspection report was circulated in advance of the meeting. All items addressed were low risk though some were highlighted for attention including: contact signage at the entrance, self closing gate and studs in the rubber matting. Play Dale will be attending to install the MUGA replacement parts in the near future. They will be asked to advise on the matting and assist where necessary.	DJ Clerk																																																							
2023/06/16	To confirm cheque and bank signatories																																																								
	Existing signatories will remain. Mr N. Fairbank will be removed from the banking mandate. If a replacement is required, SG was elected as the replacement signatory. Proposer: DG Seconder: AB Outcome: Clerk to deal with HSBC as per Financial Regulation signatory requirements.	Clerk																																																							
2023/06/17	To agree payments for June 2023 and bank reconciliation for May 2023																																																								
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Gardeners expenses			33.15
Mutts Butts - Dog Bags	41.34	8.27	49.61
Glasik Kershaw - Payroll	40.00	8.00	48.00
			<u>2477.03</u>
INCOME			
BMM Interest 13.6.23	57.42		
Allotment 10 rent	13.00		
Allotment 20, 9a, 11&12	34.50		
	<u>104.92</u>		
Balance as per bank statement month ending:		May 2023	
NS&I Investment Account			16,784.62
HSBC Business Money Manager Account			21,366.91
HSBC Community Account (CA)			2,669.26
Credit Card			
Total			40820.79
Plus unaccounted payments deposited cheques			
Less any unrepresented cheques			
Net balance			
Cash Book			
Opening balance 01/04/2022			29,597.81
Receipts to date			17081.50
Less payments to date			-5858.52
Closing balance per cash book			<u>40820.79</u>
The payment schedule for June and the bank reconciliation for May 2023 were both approved.			
Proposed: DR Seconded: PT			
2023/06/18	To receive internal auditors report for the financial year 2022-23		
	Discussion: the internal auditors report was circulated in a separate email to councillors in advance of the meeting.		

	<p>Outcome: The internal audit report was received with the finance committee agreeing to arrange a meeting in order to go through action points mentioned in the report.</p>	Finance
2023/06/19	To agree actions required prior to AGAR submission	
	<p>Discussion: Recommendation – The salary payment to the clerk of the village hall, on 30th April, should be transferred from wages to S137 in the cash book. A recommendation regarding the resulting revised totals for boxes 4 and 6 is included in section 11 of the report which states, when the salary payment is moved from wages to S137, the revised cash book totals should be entered in boxes 4 and 6 on the year end Accounting Statements. This will then confirm the answer given in box 11b that <i>The figures on the accounting statements do not include and Trust transaction.</i></p> <p>The clerk acknowledged that one salary payment had been entered into the wages column rather than the S137 column. The clerk has identified the error and adjusted it accordingly which is just a transfer from one column to another that does not affect the overall balance.</p> <p>This was the only points requiring urgent attention prior to the submission of the AGRA. All other recommendations are moderate or minor and will be assessed further with action points raised by the finance committee in due course.</p> <p>Decision: The adjustment was approved with no questions raised.</p> <p>Proposer: DG Secunder: PT</p>	Clerk
2023/06/20	To approve annual return governance statement for financial year 2022-23	
	<p>Discussion: Documents submitted for internal audit circulated by email 17.6.23 Documents amended as per internal auditors comments will be handed out at the meeting if not circulated in advance by email. The final figures are the same, just some figures need adjusting from cash column to another. The Chair read each statement to which all responses were a Yes other than one no which was expected and advised in the previous year’s external audit report.</p> <p>Proposer: AB Secunder: PT</p> <p>Outcome: The clerk and Chair signed the governance statement.</p>	Clerk
2023/06/21	To approve annual return accounting statement for financial year 2022-23	
	<p>Discussion: The adjustment from wages to S137 has been completed and the revised Annual Accounting Statement signed by the Chair and Clerk.</p> <p>Outcome: Approved. The clerk will proceed to submit the AGAR to the external auditor and publicise Public Rights.</p>	Clerk
2023/06/22	Allotment matters for council approval	
	<p>There is one tenant that have not paid their rent. A reminder has been sent. A final reminder will be sent.</p> <p>Tenants have been seen using a hosepipe with spray gun. This is against the rules. The allotments are meant to be self funding but with increasing water bills there is doubt the rent will always cover the costs. The clerk will put a notice in the</p>	Clerk Clerk

	<p>noticeboard reminding tenants of the rules, highlighting the use of spray guns and cultivation of allotments. If such usage continues the council may have to consider sharing the water bills out amongst tenants or increasing rents.</p> <p>The clerk will pass contact details of the gentleman donating the prizes to DJ who will arrange collect. DJ will confirm judging arrangements with the judges and a presentation to the winners will be placed on the next agenda.</p> <p>Proposer: SH Secunder: DG</p>	DJ
2023/06/23	Items for next month's agenda.	
	<p>Village Hall Terms of Reference Village Hall accounts for year ending 31.3.23 To consider motions for ERNLLCA AGM re: issues or a call for change at national level.</p> <p>The next meeting will be held on Tuesday 25th July 2023 at 7.30pm in the Village Hall</p>	
	End.	